

USDA Civil Rights Policy Statement

The hallmark of my tenure as Secretary of the U.S. Department of Agriculture (USDA) is to do right and feed everyone and I don't intend for that to be just a hollow creed. This pledge is at the heart of our work, which includes our commitment to protecting the civil rights of all USDA employees and customers.

Doing right means treating all people equally, regardless of race, religion, gender, national origin, or any other characteristic. We are part of the same human family, imbued with dignity and worthy of respect. I expect every USDA employee to foster a workplace free from discrimination, harassment, and retaliation so everyone can reach his or her full potential. Our workplace will be a model for proper enforcement of civil rights protections, not only because it's the law, but also because it's the right thing to do.

Feeding everyone means it doesn't matter what you look like or where you come from, USDA programs are for you. Hunger knows no color or creed. Whether we are responding to disasters with food aid, cultivating sustainable agriculture programs overseas, or improving school meals here at home, at USDA we know food has the power to unite.

When you start with a simple expression of integrity and equality, upholding civil rights and all the freedoms enshrined in our laws is not just compulsory, it becomes intrinsic. For that reason and working together, we will continue to return to our touchstone: Do right ... by everyone ... and feed everyone.

Sonny Perdue
Secretary

USDA SECRETARY Civil Rights Policy Statement

Secretary Sonny Perdue
2018

PUBLIC DISPLAY

Required Display: NRCS Offices

REQUIRED SIZE: 8 ½ X 11

Available at:

[Iowa SharePoint/Administrative Services/Human Resources/EEO Civil Rights/Civil Rights Policy Statements and Posters](#)



Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program_intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

USDA Non-Discrimination Policy Statement

May 2018

PUBLIC DISPLAY

Required Display: NRCS Offices

REQUIRED SIZE: 8 ½ X 11

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[Iowa SharePoint/Administrative Services/Human Resources/EEO Civil Rights/Civil Rights Policy Statements and Posters](#)



United States Department of Agriculture

Office of the Secretary
Washington, D.C. 20250

May 25, 2018

USDA ANTI HARASSMENT POLICY

The U.S. Department of Agriculture (USDA) is committed to creating and maintaining a talented, diverse, and inclusive workforce. USDA provides employment opportunities, programs, and services to the American public in a manner that demonstrates our commitment to fairness, integrity, and equality. USDA is dedicated to ensuring a workplace free of all forms of harassment. In accordance with requirements established by the U.S. Supreme Court in *Burlington Industries, Inc. v. Ellerth*, 524 U.S. 742 (1998), and *Faragher v. City of Boca Raton*, 524 U.S. 775 (1998), this policy applies to USDA employees in their working relationship with Federal employees, non-Federal employees, and the public. It also applies to contractors and individuals employed under other formal agreements with USDA.¹

My expectation for all employees and contractors is simple—"Do right and feed everyone." In order to do right, we must help employees avoid actions or statements considered inappropriate. It is important to define what these terms mean.

- **Discrimination:** Discrimination is defined under federal statutes as unlawful treatment or prejudicial denial of benefits, services, rights, or privileges to a person or persons because of:
 - Race;²
 - Color;³
 - National Origin;⁴
 - Religion;⁵
 - Sex;⁶
 - Disability;⁷
 - Age;⁸ or
 - Genetic Information.⁹

Presidential Executive Orders and USDA's published regulations cover additional bases of discrimination including:

¹ See Exec. Order No. 11246, 30 FR 12319 (1965), as amended by Exec. Order 13672, 79 FR 72985 (2014).
² 42 U.S.C. § 2000e-16 (2017); 7 C.F.R. § 15d.3 (2017); 29 C.F.R. § 1614 (2017).
³ 42 U.S.C. § 2000e-16 (2017); 7 C.F.R. § 15d.3 (2017); 29 C.F.R. § 1614 (2017).
⁴ 42 U.S.C. § 2000e-16 (2017); 7 C.F.R. § 15d.3 (2017); 29 C.F.R. § 1614 (2017).
⁵ 42 U.S.C. § 2000e-16 (2017); 7 C.F.R. § 15d.3 (2017); 7 C.F.R. § 16; 29 C.F.R. § 1614 (2017).
⁶ 42 U.S.C. § 2000e-16 (2017); 7 C.F.R. § 15d.3 (2017); 29 C.F.R. § 1614 (2017).
⁷ 29 U.S.C. § 794 (2017); 7 C.F.R. §§ 15b, 15d.3, and 15e (2017); 29 C.F.R. § 1614 (2017).
⁸ 29 U.S.C. § 633a (2017); 7 C.F.R. 15d.3 (2017); 29 C.F.R. § 1614 (2017).
⁹ 42 U.S.C. § 2000ff (2017); 29 C.F.R. § 1614 (2017).

An Equal Opportunity Employer

- Sexual Orientation;¹⁰
- Marital Status;¹¹
- Familial and/or Parental Status;¹²
- Income Derived from a Public Assistance Program;¹³
- Political Beliefs;¹⁴ or
- Gender Identity.¹⁵

- **Retaliation:** Taking an action that might deter a reasonable person from participating in activity protected by antidiscrimination and/or whistleblower laws. Protected activity includes: complaining about discriminatory or harassing behavior; disclosing or reporting violations of law, rule, or procedure or disclosing or reporting fraud, waste, and abuse; and assisting with investigations into allegations of discrimination. It includes being fired, demoted, harassed, or otherwise retaliated against because of either having filed a charge of discrimination, complained about discrimination, or participated in an employment discrimination proceeding (such as an investigation or lawsuit). Retaliatory actions are not limited to formal personnel actions such as termination, demotion, non-promotion, or non-selection. Retaliatory actions are broadly defined to include harassing behavior, significant changes to job duties or working conditions, and even threats to take personnel actions.

- **Harassment:** Harassment is unwelcome conduct that is based on race, color, national origin, religion, sex, disability, age, genetic information, sexual orientation, marital status, familial and/or parental status, income derived from a public assistance program, political beliefs, or gender identity. Harassment becomes unlawful when enduring the offensive conduct becomes a condition of continued employment or the conduct is sufficiently severe or pervasive to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. "Sexual" harassment is a particular type of harassment that includes unwelcome conduct such as sexual advances; requests for sexual favors or dates; remarks about an individual's appearance; discussions, remarks, or jokes of a sexual nature; and other verbal or physical harassment of a sexual nature. It is a type of discriminatory behavior where an individual is subjected to unwelcome verbal or physical conduct that is so objectively offensive as to alter the victim's terms and conditions of employment. The harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of the employer, such as a client or customer.

Harassing conduct may include, but is not limited to, the following actions:

1. Sexual harassment, which is a particularly egregious form of prohibited harassment and a form of sex discrimination prohibited by law and regulation.

¹⁰ Exec. Order No. 13087, 63 FR 30097 (1998); 7 C.F.R. § 15d.3 (2017).
¹¹ 7 C.F.R. § 15d.3 (2017).
¹² Exec. Order No. 13160, 65 FR 39775 (2000).
¹³ 7 C.F.R. § 15d.3 (2017).
¹⁴ 7 C.F.R. § 15d.3 (2017).
¹⁵ Exec. Order 13672, 79 FR 72985 (2014); 7 C.F.R. § 15d.3 (2017).

USDA SECRETARY Anti-Harassment Policy Statement

Secretary Sonny Perdue
May 25, 2018

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Harassing conduct is often, but not always, sexual in nature. USDA policy forbids harassment based on gender regardless of whether the offensive conduct is sexual in nature or whether the harassing individual and the individual being harassed are of the same sex. Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct based on sex (whether or not it is sexual in nature) constitute sexual harassment when:

- a. Submission to such conduct is either an explicit or implicit term or condition of employment; or
 - b. Submission to or rejection of the conduct is used as a basis for making employment decisions; or
 - c. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, offensive, or hostile environment.
2. Use of derogatory words, phrases, epithets, gestures, pictures, drawings, or cartoons not otherwise protected by the First Amendment's guarantee of the right to freedom of speech and of the right to religious free exercise:
- a. Targets on race, color, national origin, religion, sex, disability, age, genetic information, sexual orientation, marital status, familial and/or parental status, income derived from a public assistance program, political beliefs, or gender identity, regardless of the means of delivery (that is, verbal or electronic communication); or
 - b. Intimidates, abuses, offends, or creates a hostile work environment.
3. The use of electronic devices or forms of communication (computers, cellular telephones, tablets, internet, email and/or other technological equipment) to harass, demean, or degrade another. This includes the viewing, downloading, storage, or distribution of pornographic or sexually explicit material on the employer's electronic systems whether in the workplace or not, whether on duty or off duty, and whether or not another employee witnesses it.
4. Retaliation against any individual for reporting matters under this policy, or for an individual's involvement in an inquiry related to such a report.

Employees who witness harassment should immediately report it to their manager, supervisor, or another management official in your office or agency, or to your civil rights office. Any individual who believes he or she has been subjected to or witnessed harassment in the workplace is encouraged to inform the alleged harasser directly that the conduct is unwelcome and must stop. Additionally, harassment reports should be made with USDA's Office of the Assistant Secretary for Civil Rights, CR-info@ascr.usda.gov, or (202) 401-0005 (local) or

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May 25, 2018

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1-800-795-3272 (outside/toll free), or the individual subcomponent Civil Rights Office where the individual works or believes harassment has occurred. A list of these resources, along with contacts at the Office of Human Resources Management, Office of Inspector General, Office of the General Counsel, Office of Ethics, and individual subcomponent Mission Area Human Resources Offices, are attached to this policy.

Reports of harassment must be addressed in a prompt, impartial, and confidential manner to the extent allowed by law. Only individuals who determine if harassment occurred, or develop recommendations and implement corrective measures, shall be made aware of harassment reports.

Any individual who initiates a harassment complaint or provides information related to a harassment complaint may do so without fear of retaliation before, during, and after the inquiry or investigative process. Appropriate steps will be taken to investigate and remedy any known incidents or reports of harassment within established timeframes by impartial parties. If a record of inquiry supports a finding that harassment has occurred, or that an individual has failed to follow the procedures outlined in this policy, that individual will be subject to the appropriate corrective and/or disciplinary actions, not limited to reprimand, suspension, demotion, or removal.

Individuals who believe they have been subjected to unlawful discrimination, including sexual harassment or reprisal for harassment-related civil rights activity, may also file a complaint of discrimination by contacting an Equal Employment Opportunity (EEO) Counselor at 1-800-787-8821 within 45 calendar days of the alleged incident. Failure to do so may result in dismissal of the EEO complaint for untimeliness. However, expiration of the 45 calendar-day period does not preclude the individual from reporting the incident to an appropriate official to have the incident investigated.

This anti-harassment process is distinct and separate from any rights or obligations in the EEO, Merit Systems Protection Board (MSPB), or internal grievance processes: Reporting harassment is not equivalent to filing an EEO complaint under 29 C.F.R. Part 1614.



Sonny Perdue
Secretary

USDA SECRETARY Anti-Harassment Policy Statement

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Interpretation Available for LEP Customers

This service is available free of charge for assistance related to assisted and conducted NRCS and RD assisted and conducted programs.

↓ Please identify your language below ↓

Arabic

الرجاء الإشارة هنا للتحدث مع مترجم شفوي. هذه الخدمة مجانية.

Korean

통역사의 통역을 원하시면 여기를 손으로 가르켜 주세요. 통역 서비스는 무료로 제공됩니다.

French

Veuillez cliquer ici pour parler avec un interprète. Ce service est gratuit.

Portuguese

Por favor, clique aqui para falar com um intérprete. Este serviço é gratuito.

Chinese

請點這裡與翻譯員交談。這項服務是免費的。

Russian

Пожалуйста, укажите здесь, чтобы поговорить с переводчиком. Эта услуга предоставляется бесплатно.

Hmong

Thov tau tes rau ntawm no tham nrog ib tug kwv txhais lus. Qhov no yog pab dawb xwb.

Spanish

Por favor, señale aquí para hablar con un intérprete. Este servicio es gratuito.

German

Zeigen Sie bitte hierhin, um mit einem Dolmetscher zu sprechen. Dieser Service ist kostenlos.

Tagalog

Mangyaring tumuro rito kung gusto mong makipag-usap sa isang interpreter. Libre ang serbisyon ng ito.

Japanese

通訳と話すためにここを指さしてください。このサービスは無料です。

Thai

โปรดชี้ไปที่สื่อคุณก่อนหาบริการนี้ไม่มีค่าใช้จ่าย

Khmer (Cambodian)

សូមចង្អុលដាក់ក្រាន់ដើម្បីនិយាយជាមួយអ្នកបកប្រែភាសាសំរាប់សេវាឥតគិតថ្លៃ។

Vietnamese

Xin vui lòng chỉ vào đây để nói chuyện với một thông dịch viên. Dịch vụ này được miễn phí.

If you need an interpreter for a different language, notify an NRCS or RD employee

USDA is an equal opportunity employer, provider and lender.

Interpretation Available for Limited English Proficiency (LEP) Customers

June 30, 2014

PUBLIC DISPLAY

Required Display: NRCS Offices

REQUIRED SIZE: 11 X 17

Available at:

Iowa SharePoint/Administrative Services/Human Resources/EEO Civil Rights/Civil Rights Policy Statements and Posters

AND JUSTICE FOR ALL, Form AD-475-A, Relevant to assisted programs.

December 2015

PUBLIC DISPLAY

Required Display: NRCS Offices (Green & white)

REQUIRED SIZE: 11 X 17

Available at:

Iowa SharePoint/Administrative Services/Human Resources/EEO Civil Rights/Civil Rights Policy Statements and Posters

AND JUSTICE FOR ALL

in accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability and marital or relation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (800) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information is available in languages other than English.

To file a complaint alleging discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.asec.usda.gov/complaint_filing.asp or at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (800) 632-9992. Submit your completed form or letter to USDA by:

email: program.intake@usda.gov
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1420 Independence Avenue, SW
Washington, D.C. 20250-9410
fax: (202) 690-7442; or
email: program.intake@usda.gov
This institution is an equal opportunity provider.

Conforme a las leyes federales y a los derechos civiles, reglamentos y políticas del Departamento de Agricultura de los Estados Unidos (U.S. Department of Agriculture, USDA), se prohíbe a esta institución discriminar por motivo de raza, color, nacionalidad, sexo, edad, discapacidad y represión o tomar represalias por actividades realizadas en el pasado relacionadas con los derechos civiles. (No todos los principios de prohibición se aplican a todos los programas.)

Las personas discapacitadas que requieren medios alternos para que se les comunique la información de un programa (por ejemplo, braille, letra agrandada, grabación de audio, lenguaje de señas estadounidenses, etc.) deberán comunicarse con la agencia estatal o local responsable de administrar el programa o el TARGET Center del USDA al (800) 720-2600 (voz y TTY) o comunicarse con el USDA a través del Servicio Federal de Transmisión de Información al (800) 877-8339. La información del programa también está disponible en otros idiomas además del inglés.

Para presentar una queja por alegada discriminación, complete el formulario de quejas por discriminación del programa del USDA, AD-3027, que podrá encontrar en línea en http://www.ocio.usda.gov/sites/default/files/dowm/2012/Spanish_Form_506_Complaint_6_8_12.pdf o en cualquier oficina del USDA, o escriba una carta dirigida al USDA que incluya toda la información solicitada en el formulario. Para solicitar una copia del formulario de presentación de quejas, comuníquese al (800) 632-9992. Envíe su formulario o carta completos al USDA por correo: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1420 Independence Avenue, SW, Washington, D.C. 20250-9410
fax: (202) 690-7442; o correo electrónico: program.intake@usda.gov. Esta institución ofrece igualdad de oportunidades.

Form AD-475-A, Revised Form October/December 2015. (Revised October 2015)

**No Firearms or Weapons Allowed
in USDA Service Center**



Federal law prohibits the possession of firearms or other dangerous weapons in Federal facilities and Federal court facilities by all persons not specifically authorized by 18 U.S.C 930. Violators will be subject to fine and/or imprisonment for periods up to (5) years.

USDA is an Equal Opportunity Provider, Employer, and Lender.

**No Firearms or Weapons Allowed in
USDA Service Center**

PUBLIC DISPLAY

Required Display: To be displayed on the front door at a Service Center

REQUIRED SIZE: 8 ½ x 11

Available at:

[Iowa SharePoint/Administrative Services/Human Resources/EEO Civil Rights/Civil Rights Policy Statements and Posters](#)

**No Firearms or Weapons
Allowed in USDA Office**



Federal law prohibits the possession of firearms or other dangerous weapons in Federal facilities and Federal court facilities by all persons not specifically authorized by 18 U.S.C 930. Violators will be subject to fine and/or imprisonment for periods up to (5) years.

USDA is an Equal Opportunity Provider, Employer, and Lender.

**No Firearms or Weapons Allowed in
USDA Office**

PUBLIC DISPLAY

Required Display: To be displayed on the front door at NRCS Offices not part of a service center

REQUIRED SIZE: 8 ½ x 11

Available at:

[Iowa SharePoint/Administrative Services/Human Resources/EEO Civil Rights/Civil Rights Policy Statements and Posters](#)



NRCS Active Shooter Awareness
English

October 2016

PUBLIC DISPLAY

Required Display: NRCS Offices

REQUIRED SIZE: 8 ½ x 11

Available at:

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USDA Hotline

REPORT VIOLATIONS OF LAWS AND REGULATIONS RELATING TO USDA PROGRAMS

- ✓ Criminal Activity, such as:
 - Bribery
 - Smuggling
 - Theft
 - Fraud
 - Endangerment of Public Health or Safety
- ✓ Mismanagement / Waste of Funds
- ✓ Workplace Violence
- ✓ Employee Misconduct
- ✓ Research Misconduct
- ✓ Conflict of Interest
- ✓ Fraud in USDA Contracts

online > www.usda.gov/oig/hotline.htm

write > United States Department of Agriculture
Office of Inspector General
PO Box 23399
Washington, DC 20026-3399

fax > 202-690-2474

call > 800-424-9121
202-690-1202 (TDD)



The identity of complainants is protected under the provisions of the Whistleblower Protection Act of 1989.

Office of Inspector General

USDA is an equal opportunity provider, employer, and lender.

September 2017

USDA HOTLINE

Report Violations of Law and Regulations Relating to USDA Programs

September 2017

PUBLIC DISPLAY

Required Display: NRCS Offices
REQUIRED SIZE: 8 ½ x 14

Available at:

[Iowa SharePoint/Administrative Services/Human Resources/EEO Civil Rights/Civil Rights Policy Statements and Posters](#)

EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW

Who May File a Complaint:

Employees, former employees, or applicants for employment have a right to file an EEO complaint under various Federal laws, if they believe they have been discriminated against on the basis of:

- Protected Genetic Information
- Retaliation for EEO activity
- Sexual Orientation
- Political Affiliation
- Marital Status
- Status as a Parent
- Race
- Color
- Religion
- Sex
- National Origin
- Age (40+)
- Disability

When to File a Complaint:

Within 45 calendar days of the date of the matter alleged to be discriminatory or, in the case of a personnel action, within 45 days of the effective date of the action.

How to File a Complaint:

Contact your Agency's Civil Rights Office or an EEO Counselor.

Information on how to file an EEO complaint or to identify an EEO Counselor can be found on the Office of Civil Rights' Website: www.usda.gov/cr or (202) 720-7467 or (202) 720-6382 TTY.

Persons with disabilities who require alternative means of communication (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (Voice/TTY).



United States Department of Agriculture
USDA is an Equal Opportunity Provider, Employer, and Lender.

AD-1181, September 2003

EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW - AD-1181

September 2003

PUBLIC DISPLAY

Required Display: NRCS Offices
REQUIRED SIZE: 8 ½ X 14

Available at:

[Iowa SharePoint/Administrative Services/Human Resources/EEO Civil Rights/Civil Rights Policy Statements and Posters](#)



United States Department of Agriculture

Natural Resources Conservation Service (NRCS)
Equal Employment Opportunity (EEO)
Notice of Procedures for Filing a Complaint of Discrimination



All NRCS employees, former employees or applicants for employment who believe they have been discriminated against on the bases of race, color, religion, national origin, sex (including gender identity and expression), age, disability, political beliefs, sexual orientation, marital status, familial status, parental status, genetic information, receipt of public assistance, or reprisal for prior EEO protected activity, have the right to file an Equal Employment Opportunity (EEO) complaint.



If you believe you have been subjected to unlawful discrimination, you must initiate contact with an EEO Counselor within 45 calendar days of the date of the alleged discriminatory act or event or, in the case of a personnel action, within 45 calendar days of the effective date of the personnel action. It is your responsibility, as an aggrieved person, to seek EEO counseling in a timely manner.



If your complaint is appropriate for Alternative Dispute Resolution (ADR), you may elect the ADR process in lieu of traditional counseling. If the complaint has not been resolved at the informal stage, you will be issued a "Notice of the Right to File (NRF)" a formal EEO complaint. If you decide to file a formal complaint, you must submit it to the Office of Assistant Secretary for Civil Rights, USDA within 15 calendar days from the date of receipt of the NRF.

CONTACT INFORMATION

Civil Rights Division

Phone: (301) 504-2181/0105
Federal Relay at 1-800-877-8339
Email: NRCS.CivilRights@wdc.usda.gov
Fax: (301) 504-2336
Address: 5601 Sunnyside Avenue, Rm 1-2184
Beltsville, MD 20705



For assistance in ADR, please call (301) 504-2181/0105.

This poster is prominently posted on the agency's official bulletin boards and is also publicized on the agency's website
USDA is an equal opportunity provider, employer, and lender.

NRCS Equal Employment Opportunity (EEO)
Notice of Procedures for Filing a Complaint of
Discrimination

July 2015

PUBLIC DISPLAY

Required Display: NRCS Offices

REQUIRED SIZE: 8 1/2 x 11

Available at:

Iowa SharePoint/Administrative Services/Human
Resources/EEO Civil Rights/Civil Rights Policy
Statements and Posters



THE HATCH ACT

Permitted and Prohibited Activities
for Federal Employees Subject to Further Restrictions*

Generally, federal employees who are considered "further restricted" are prohibited from taking an active part in partisan political management or partisan political campaigns. Specifically, these employees may not engage in "political activity" on behalf of a political party or partisan political group (collectively referred to as "partisan groups") or candidate in a partisan election. Political activity refers to any activity directed at the success or failure of a partisan group or candidate in a partisan election.

For more information, contact the U.S. Office of Special Counsel at (202) 804-7002 or hatchact@osc.gov.

- List of permitted and prohibited activities for federal employees, including: May be candidates in non partisan elections, May register and vote as they choose, May assist in non-partisan voter registration drives, etc.

- List of further restricted agencies and employees including: Executive Assistant Commission, Federal Election Commission, Office of the Director of National Intelligence, etc.

Rev. Feb. 2018

Hatch Act

Permitted and Prohibited Activities for Federal
Employees Subject to Further Restrictions

February 2018

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Resources/EEO Civil Rights/Civil Rights Policy
Statements and Posters

This Organization Participates in E-Verify

Esta Organización Participa en E-Verify



This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.

If E-Verify cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating your employment.

Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9.

Este empleador participa en E-Verify y proporcionará al gobierno federal la información de su Formulario I-9 para confirmar que usted está autorizado para trabajar en los EE.UU..

Si E-Verify no puede confirmar que usted está autorizado para trabajar, este empleador está requerido a darle instrucciones por escrito y una oportunidad de contactar al Departamento de Seguridad Nacional (DHS) o a la Administración del Seguro Social (SSA) para que pueda empezar a resolver el problema antes de que el empleador pueda tomar cualquier acción en su contra, incluyendo la terminación de su empleo.

Los empleadores sólo pueden utilizar E-Verify una vez que usted haya aceptado una oferta de trabajo y completado el Formulario I-9.

E-Verify Works for Everyone

For more information on E-Verify, or if you believe that your employer has violated its E-Verify responsibilities, please contact DHS.

E-Verify Funciona Para Todos

Para más información sobre E-Verify, o si usted cree que su empleador ha violado sus responsabilidades de E-Verify, por favor contacte a DHS.

888-897-7781
dhs.gov/e-verify



E-Verify is a service of DHS and SSA. The E-Verify logo and mark are registered trademarks of Department of Homeland Security. Commercial sale of this poster is strictly prohibited.

English / Spanish Poster

E-Verify
Employment Eligibility Verification Program

PUBLIC DISPLAY
Required Display: NRCS Offices
REQUIRED SIZE: 8 ½ X 11

Available at:
Iowa SharePoint/Administrative Services/Human Resources/EEO Civil Rights/Civil Rights Policy Statements and Posters

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For an employee's own qualifying serious health condition that makes the employee unable to perform the employer's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with or retaliate against someone for using or trying to use FMLA leave, supporting any previous practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave; and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

Generally, employees must give 30 days' advance notice of the need for FMLA leave. If it is not possible to give 30 days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to attend a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Such information should include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if the employee is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employee if leave will be designated as FMLA leave and if so, how much leave will be designated as FMLA leave.

Employees may file a complaint with the U.S. Department of Labor Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

For additional information or to file a complaint:
1-866-4-USWAGE
T: 561-497-3243 | F: 677-880-8027
www.dol.gov/whd
U.S. Department of Labor Wage and Hour Division

USDLA is an Equal Opportunity Provider, Employer and Lender.

Employee Rights under the FAMILY & MEDICAL LEAVE ACT - WH1420

Required by US Dept. of Labor, Employment Standards Administration, Wage and Hour Division.

April 2016

IN-HOUSE DISPLAY
Required Display: NRCS
Offices
REQUIRED SIZE: 8 ½ X 14

Available at:
Iowa SharePoint/Administrative Services/Human Resources/EEO Civil Rights/Civil Rights Policy Statements and Posters



**Occupational Safety and Health Protection For
Employees of the
Natural Resources Conservation Service (NRCS)**

The Occupational Safety and Health Act of 1970, Executive Order 12196 and 29 CFR 1960 require the heads of Federal agencies to furnish to employees places and conditions of employment that are free from job safety and health hazards.

Supervisor Responsibilities

1. General Requirements
The Chief will furnish employees places and conditions of employment that are free from on-the-job safety and health hazards.

2. OSHA Regulations
NRCS will comply with applicable regulations of the Occupational Safety and Health Administration.

3. Reporting Hazards
NRCS will respond to employee reports of hazards in the workplace.

4. Workplace Inspections
NRCS will insure that each workplace is inspected annually for hazardous conditions. NRCS will post Notices of Unsafe or Unhealthy Working Conditions found during the inspections for a minimum of three working days, or until the hazard is corrected, whichever is later.

5. Correction of Unsafe Conditions
NRCS will take prompt action to assure that hazardous conditions are eliminated. Imminent danger conditions will be corrected immediately.

6. Safety and Protective Equipment
NRCS will acquire, maintain and require use of appropriate protective and safety equipment.

7. Safety and Health Training
NRCS will provide occupational safety and health training for employees.

8. Reporting Accidents, Injuries and Occupational Illnesses
Supervisors must submit a supervisor's report of accident or injury/illness for all work-related accidents, injuries or occupational illnesses experienced by employees under their supervision.

9. Safety and Health Committees
NRCS will support any safety and health committees that are formed from management and employee representatives.

Employee Responsibilities

1. Compliance with Standards
Employees shall comply with all OSHA and approved NRCS occupational safety and health standards, policies and directives.

2. Safety and Protective Equipment
Employees shall use appropriate protective and safety equipment provided by NRCS.

Rights of Employees and Their Representatives

1. Participation in Safety and Health Program
Employees and their representatives shall have the right to participate in the NRCS Safety and Health Program. Employees shall be authorized official time for these activities.

2. Access to Records and Documents
Employees and their representatives shall have access to copies of applicable OSHA and other recognized standards and regulations, NRCS safety and health policies and directives, accident, injury and illness statistics of the NRCS.

3. Reporting Hazards
Employees and their representatives shall have the right to report unsafe or unhealthy working conditions to appropriate officials and to request an inspection of the workplace. The name of the employee making the report will be kept confidential if requested.

4. Freedom from Fear of Retrial
Employees and their representatives are protected from restraint, interference, coercion, discrimination, or reprisal for exercising any of their rights under the NRCS Safety and Health Program.

Responsible Officials

Collateral Duty Safety Officer (CDSO) for **IOWA NRCS** is:

JANA FISCHER, ASTC-MKS

May be contacted at

515-923-2225

The National Safety Officer for the NRCS is: **MARSHALL JEAN,**

FPAC-BC NRCS

May be contacted a

202-731-07786

Further Information

This notice highlights the NRCS employee job safety and health program. More information about the NRCS safety and health program or its standards and procedures may be obtained from the National Safety Officer.

USDA is an Equal Opportunity Provider, Employer, and Lender

OCCUPATIONAL SAFETY AND HEALTH PROTECTION For Employees Of The NRCS

Updated January 2019

IN-HOUSE DISPLAY

Required Display: NRCS Offices

REQUIRED SIZE: 8 ½ X 11

Available at:

[Iowa SharePoint/Administrative Services/Human Resources/EEO Civil Rights/Civil Rights Policy Statements and Posters](http://IowaSharePoint/Administrative Services/Human Resources/EEO Civil Rights/Civil Rights Policy Statements and Posters)



**Job Safety and Health
IT'S THE LAW!**

All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a work-related injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request an OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. OSHA will keep your name confidential. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

This poster is available free from OSHA.

Contact OSHA. We can help.

USDA is an Equal Opportunity Provider, Employer, and Lender.

Employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Report to OSHA all work-related fatalities within 8 hours, and all inpatient hospitalizations, amputations and losses of an eye within 24 hours.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.

FREE ASSISTANCE to identify and correct hazards is available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.



1-800-321-OSHA (6742) • TTY 1-877-889-5627 • www.osha.gov

JOB SAFETY AND HEALTH – It's the Law (OSHA)

Updated 2015

IN-HOUSE DISPLAY

Required Display: NRCS Offices

REQUIRED SIZE: 8 ½ X 11

Available at:

[Iowa SharePoint/Administrative Services/Human Resources/EEO Civil Rights/Civil Rights Policy Statements and Posters](http://IowaSharePoint/Administrative Services/Human Resources/EEO Civil Rights/Civil Rights Policy Statements and Posters)

USDA
United States Department of Agriculture

SEXUAL HARASSMENT IS ILLEGAL!

It can happen to anyone, anywhere and any time!

How can you help prevent sexual harassment?

- Know and follow the Department's policy on sexual harassment.
- Keep informed by attending training.
- Know your legal rights and procedures.
- Take responsibility for your own behavior.
- Know that sexual harassment can cost you your job and more.

What To Do If You're Sexually Harassed:

If you are not comfortable in confronting the harasser directly, report the conduct to your supervisor or to the harasser's supervisor. For assistance, advice or formal avenues to report sexual harassment, contact your Agency's Civil Rights Office, Federal Women's Program Manager, designated Equal Employment Opportunity counselor, or obtain EEO information on our website: www.usda.gov/cr

Employees may also call the USDA Inspector General (OIG) "Hotline" (calls may be made anonymously). In the Washington D.C. area, call (202) 690-1622 or (202) 690-1202 TTY; outside of the Washington D.C. area, call 1-800-424-9121.

Persons with disabilities who require alternative means of communication (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (Voice/TTY).

USDA is an Equal Opportunity Provider, Employer, and Lender.

© 2003 USDA/September 2003

SEXUAL HARASSMENT IS ILLEGAL AD 1085,

September 2003

IN-HOUSE DISPLAY

Required Display: NRCS Offices

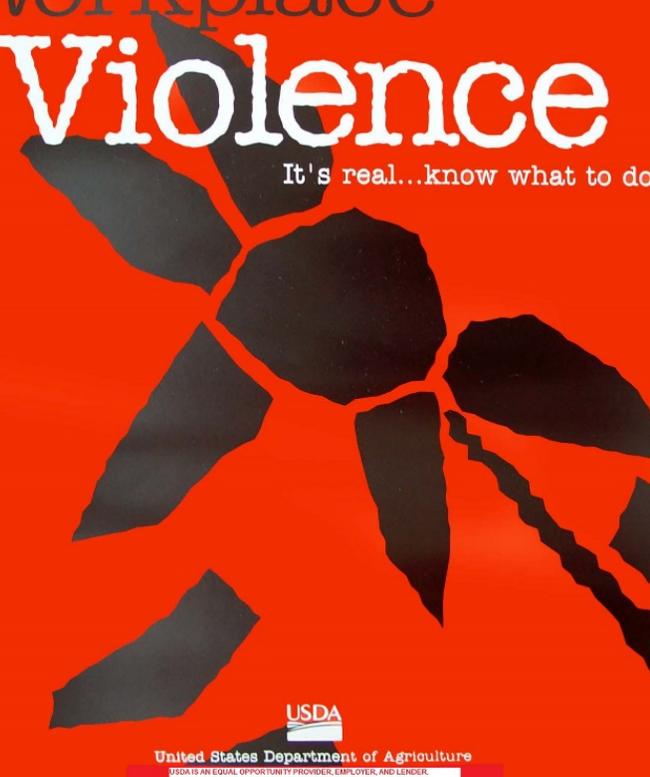
REQUIRED SIZE: 8 ½ X 14

Available at:

[Iowa SharePoint/Administrative Services/Human Resources/EEO Civil Rights/Civil Rights Policy Statements and Posters](#)

Workplace Violence

It's real...know what to do



USDA
United States Department of Agriculture
USDA IS AN EQUAL OPPORTUNITY PROVIDER, EMPLOYER, AND LENDER.

AD-1138A March 1999

For prevention and response information for this location, contact: _____

Employee Assistance Program contact number for this location is: _____

WORKPLACE VIOLENCE

AD-1135A

March 1999

IN-HOUSE DISPLAY

Required Display: NRCS Offices.

NOTE: Each office must place their contact information under prevention and response, as contained in the USDA Service Center's or NRCS Office *Emergency Preparedness Plan*. The phone number for the EAP must be included, as well. The numbers are: **1-888-243-5744 (TDD) 1-800-627-3529**

REQUIRED SIZE: 8 ½ X 11

Available at:

[Iowa SharePoint/Administrative Services/Human Resources/EEO Civil Rights/Civil Rights Policy Statements and Posters](#)

YOUR RIGHTS UNDER USERRA
THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

REEMPLOYMENT RIGHTS

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:

- you ensure that your employer receives advance written or verbal notice of your service;
- you have five years or less of cumulative service in the uniformed services while with that particular employer;
- you return to work or apply for reemployment in a timely manner after conclusion of service; and
- you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

If you:

- are a past or present member of the uniformed service;
- have applied for membership in the uniformed service; or
- are obligated to serve in the uniformed service;

then an employer may not deny you:

- initial employment;
- reemployment;
- retention in employment;
- promotion; or
- any benefits of employment;

because of this status.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: <http://www.dol.gov/vets/programs/usaerrarights.htm>. Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees.

HEALTH INSURANCE PROTECTION

- If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military.
- Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

ENFORCEMENT

- The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.
- For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-001 or visit its website at <http://www.dol.gov/vets>. An interactive online USERRA Advisor can be viewed at <http://www.dol.gov/eaws/usaerrra.htm>.
- If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation.
- You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

USDA is an Equal Opportunity Provider, Employer, and Lender.

U.S. Department of Labor 1-866-487-2365
 U.S. Department of Justice
 Office of Special Counsel
 1-800-336-4590
 Publication Date - April 2017

YOUR RIGHTS UNDER USERRA

Revised April 2017

IN-HOUSE DISPLAY

Required Display: NRCS Offices

REQUIRED SIZE: 8 ½ X 11

Available at:

[Iowa SharePoint/Administrative Services/Human Resources/EEO Civil Rights/Civil Rights Policy Statements and Posters](#)



Prohibited Personnel Practices

By law, Federal employees may not:

- Discriminate
- Solicit or consider employment recommendations based on factors other than personal knowledge or records of job related abilities or characteristics
- Coerce the political activity of any person
- Deceive or willfully obstruct any person from competing for employment
- Influence any person to withdraw from job competition
- Give an unauthorized preference or advantage to improve or injure the prospects of any particular person for employment
- Engage in nepotism
- Take or threaten to take a personnel action because of whistleblowing
- Take or threaten to take a personnel action because of the exercise of a lawful appeal, complaint, or grievance right
- Discriminate based on personal conduct which does not adversely affect the performance of the employee or other employees
- Knowingly take or fail to take personnel action in the violation of veteran's preference laws
- Violate any law, rule or regulation implementing or directly concerning merit system principles
- Implement or enforce a nondisclosure agreement or policy lacking notification of whistleblower rights

More information may be obtained from:

U.S. OFFICE OF SPECIAL COUNSEL
 1730 M STREET, N.W., SUITE 218
 WASHINGTON, DC 20036-4505
WWW.OSC.GOV

PHONE: (202) 254-3600* TOLL FREE: 1-800-872-9855*
 *Hearing and Speech Disabled: Federal Relay Service 1-800-877-8339

USDA is an Equal Opportunity Provider, Employer, and Lender.

Rev. 02/13

Office of Special Counsel

PROHIBITED PERSONNEL PRACTICES

February 2013

IN-HOUSE DISPLAY

Required Display: NRCS Offices

REQUIRED SIZE: 8 ½ x 14

Available at:

[Iowa SharePoint/Administrative Services/Human Resources/EEO Civil Rights/Civil Rights Policy Statements and Posters](#)



WHISTLEBLOWER RETALIATION
— 5 U.S.C. § 2302(b)(8) —
THE U.S. OFFICE OF SPECIAL COUNSEL

What is whistleblower retaliation?

A federal employee authorized to take, direct others to take, recommend, or approve any personnel action may not take, fail to take, or threaten to take any personnel action against an employee because of protected whistleblowing.

EXAMPLE: A supervisor directs the geographic reassignment of an employee because the employee reported safety violations to senior agency officials.

Protected whistleblowing is defined as disclosing information that the discloser reasonably believes evidences:

1. a violation of law, rule, or regulation;
2. gross mismanagement;
3. gross waste of funds;
4. an abuse of authority; or
5. a substantial and specific danger to public health or safety.

This section also prohibits retaliation against government scientists who challenge censorship or make disclosures concerning the integrity of the scientific process if the censorship will cause one of the five types of misconduct described above.

What can you do if you believe whistleblower retaliation has occurred?

If you believe that you have been subject to retaliation for protected whistleblowing you can file a complaint with the U.S. Office of Special Counsel (OSC). OSC is an independent agency that investigates and prosecutes allegations of prohibited personnel practices (PPP) by federal employees. OSC has the authority to investigate PPPs, including allegations of whistleblower retaliation, and may seek corrective or disciplinary action when warranted.

U.S. Office of Special Counsel
1730 3rd Street, N.W., Suite 218 Washington, D.C. 20006
Tel: (202) 254-3600 | Fax: (202) 254-3711 | TTY: 1-800-877-8039 |
www.osc.gov

USDA is an Equal Opportunity Provider, Employer, and Lender.

Rev. 10/11

Office of Special Counsel
WHISTLEBLOWER RETALIATION

Revised 4/2015

IN-HOUSE DISPLAY

Required Display: NRCS Offices

REQUIRED SIZE: 8 ½ x 14

Available at:

[Iowa SharePoint/Administrative Services/Human Resources/EEO Civil Rights/Civil Rights Policy Statements and Posters](#)



EEO

Equal Employment Opportunity Counseling Program

Discrimination in Employment Is Illegal!

WHO

Any employee or applicant who believes that he or she has been discriminated against on the basis of race, color, religion, national origin, sex, age (40+), physical or mental disability, retaliation (for prior participation in the EEO complaint process), sexual orientation, genetic information, political beliefs, parental status, and/or marital status may request EEO counseling.

WHEN

In order to protect your civil rights, you must contact an EEO counselor within 45 calendar days of the alleged discriminatory event.



Phone: (301) 504-2181 or 1-866-NRCS395
(301) 504-2439 (voice or TTY)

Federal Relay Service: 1-800-877-8339
(voice or TTY)

The U.S. Department of Agriculture (USDA) prohibits discrimination in all of its programs and activities on the basis of race, color, sex, age, disability, genetic information, national origin, and marital status. It also prohibits discrimination on the basis of sex, age, and marital status in all of its programs. USDA is an equal opportunity provider and employer.

USDA is committed to environmental excellence. Contact: (202) 734-3111 or (202) 734-3111 (voice or TTY). USDA is an equal opportunity provider and employer.

Issued: 2002

NRCS EEO COUNSELING PROGRAM

January 2002

IN-HOUSE DISPLAY

Required Display: NRCS Offices

REQUIRED SIZE: 8 ½ X 14

Available at:

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EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

FEDERAL MINIMUM WAGE

\$7.25 PER HOUR
BEGINNING JULY 24, 2009

The law requires employers to display this poster where employees can readily see it.

OVERTIME PAY At least 1½ times the regular rate of pay for all hours worked over 40 in a workweek.

CHILD LABOR An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment.

TIP CREDIT Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference.

NURSING MOTHERS The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the FLSA's overtime requirements in order for the employee to express breast milk for her nursing child for one year after the child's birth each time such employee has a need to express breast milk. Employers are also required to provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk.

ENFORCEMENT The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliation against or discharging workers who file a complaint or participate in any proceeding under the FLSA.

ADDITIONAL INFORMATION

- Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions.
- Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico.
- Some state laws provide greater employee protections; employers must comply with both.
- Some employees incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent contractors are not.
- Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.



EMPLOYEES RIGHTS -- FEDERAL MINIMUM WAGE

Required by US Dept. of Labor, Employment Standards Administration, Wage and Hour Division.

July 2016

IN-HOUSE DISPLAY

Required Display: NRCS Offices.

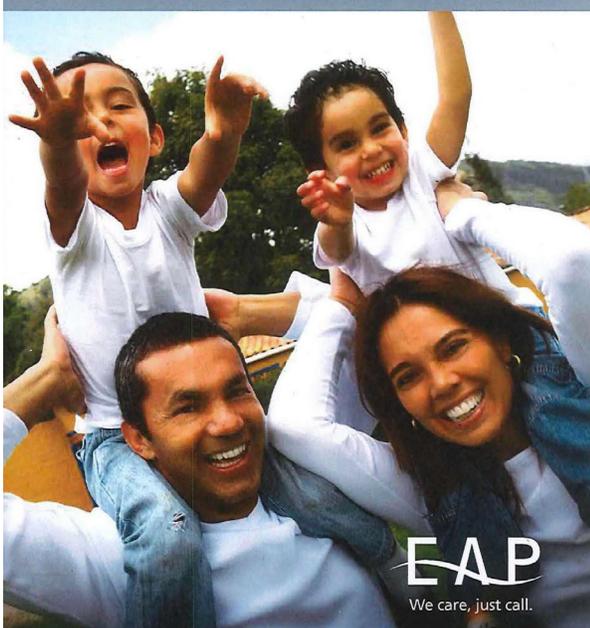
REQUIRED SIZE: 8 ½ X 11

Available at:

[Iowa SharePoint/Administrative Services/Human Resources/EEO Civil Rights/Civil Rights Policy Statements and Posters](#)

FEDERAL OCCUPATIONAL HEALTH

Employee Assistance Program Information on Services and Benefits



Federal Occupational Health

EMPLOYEE ASSISTANCE PROGRAM POSTER Information on Services and Benefits

August 2018

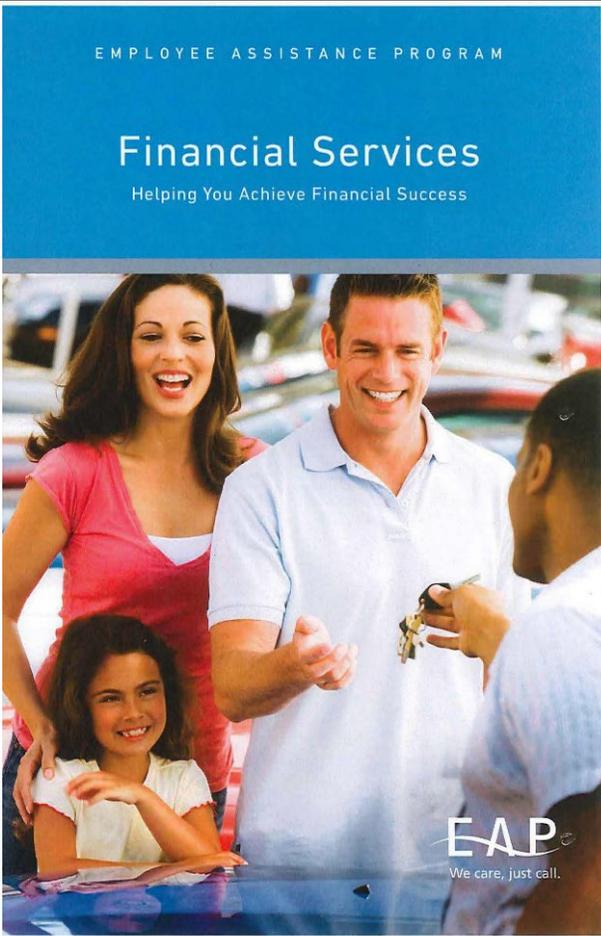
IN-HOUSE DISPLAY

Required Display: NRCS Offices

REQUIRED SIZE: 8 ½ X 11

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[Iowa SharePoint/Administrative Services/Human Resources/EEO Civil Rights/Civil Rights Policy Statements and Posters](#)



Federal Occupational Health

EMPLOYEE ASSISTANCE PROGRAM POSTER
Financial Services

August 2018

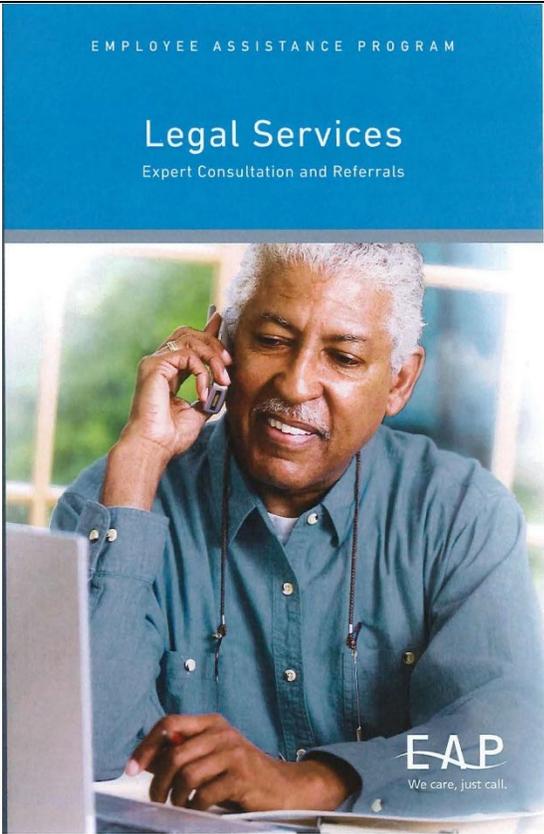
IN-HOUSE DISPLAY

Required Display: NRCS Offices

REQUIRED SIZE: 8 ½ X 11

Available at:

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Federal Occupational Health

EMPLOYEE ASSISTANCE PROGRAM POSTER
Legal Services

August 2018

IN-HOUSE DISPLAY

Required Display: NRCS Offices

REQUIRED SIZE: 8 ½ X 11

Available at:

[Iowa SharePoint/Administrative Services/Human Resources/EEO Civil Rights/Civil Rights Policy Statements and Posters](#)